



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Governance and Staff Officer

Position Number: PC026

Position Grade: GS-14

Salary Range: \$103,690 - \$159,286 (not applicable to detailees)

Vacancy Open Period: 5/17/2021 – 6/1/2021

Position Type: Internal and Detailee

Who May Apply: Internal ODNI Candidates and Detailees

Division: DNI/NCPC

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade as the advertised position or one grade below may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:



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- Current ODNI permanent cadre.

For a Detailee assignment:

- Current Federal Government employees. (Current GS employees at the same grade as the advertised position or one grade below may apply)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The National Counterproliferation Center (NCPC) coordinates strategic planning with the Intelligence Community (IC) to enhance intelligence support to the United States (U.S.) efforts to stem proliferation of weapons of mass destruction and related delivery systems. It works with the IC to identify critical intelligence gaps or shortfalls in collection, analysis, or exploitation; and develop solutions to ameliorate or close these gaps. It also works with the IC to identify long-term proliferation threats and requirements and develop strategies to ensure the IC is positioned to address these threats and issues. NCPC reaches out to elements both inside and outside the IC and the U.S. Government (USG) to identify new methods or technologies that can enhance the capabilities of the IC to detect and defeat future proliferation threats.

NCPC's Enterprise Management Group (EMG) is a dynamic team of officers who contribute to the broader missions of NCPC and ODNI through our direct support to NCPC's leadership and workforce. We value communication, collaboration, innovation, diversity, inclusion, and work-life balance.

Major Duties and Responsibilities

- Provide task management, information management, and executive support and serve as the central point of contact, coordination, and control for correspondence and other communications for mission and support activities.
- As the central coordination point, ensure all appropriate officers are included in the tasking, correspondence drafting, and policymaking processes through a managed clearance and document control system.
- Review, compose, edit, and distribute incoming and outgoing communication materials ensuring key stakeholder coordination, high quality and timely deliverables, and conformance with regulations and policies.
- Develops and maintains standard operating procedures for tasking, coordination, formats, and document control.
- Assign action items to appropriate NCPC officers, log and track task status, negotiate extensions to deadlines, anticipate impediments to successful and timely responses, and report task status to senior management.
- Develop and coordinate substantive drafts for coordination across NCPC Offices and Groups for tasks that have Center-wide implications.
- Develop and maintain Standard Operating Procedures for internal NCPC taskings
- Manage all NCPC Governance bodies, including substantive development of agendas and meeting logistics for corporate boards, providing executive support to governance meetings, and coordinating Senior-level participation in governance of NCPC and the IC.
- Coordinate with NCPC senior staff to build read-ahead materials and briefing books to prepare the Director, Deputy Director, and Executive Director for high-level meetings, including with the White House, Congress, and IC leaders.



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- Review read-ahead materials and briefing books for completeness and accuracy, and disseminate final products to the appropriate personnel.
- Develop innovative Executive Secretary business practices to gain process efficiencies and improve quality and timeliness of deliverables.
- Establish and manage liaison relationships with ODNI component offices, IC agencies, and other U.S. organizations.

Mandatory and Educational Requirements

- Demonstrated ability of exemplary communication skills, both written and oral, and demonstrated ability to produce clear, logical, and concise products.
- Demonstrated ability to work independently and collaboratively as a team member, and proactively manage competing priorities under strict deadlines.
- Demonstrated analytical and critical thinking skills, including the demonstrated ability to think strategically and identify needs, requirements, and develop recommendations.

Desired Requirements

- Extensive knowledge of the IC mission, organization, roles, and responsibilities.
- Demonstrated ability of exemplary interpersonal skills and demonstrated ability to build and sustain professional networks across organizational boundaries to exert influence.

Key Requirements and How To Apply

Internal ODNI Cadre Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified JobsDNI website.* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMD-MAILBOX@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system. Applicants submitting via JWICS are requested to submit their materials to both johnlan@dni.ic.gov (Lanette J.) and aclaalb@dni.ic.gov (Alex A.) in lieu of the group address above.

Current Federal Employees within the Intelligence Community (IC) Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***



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Applicants from federal agencies outside the IC Applying for a Detail Assignment:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **SF-50 (if applicable):** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applicants from federal agencies outside the IC should be sent to either DNI-HR-HRM-TEAMD-MAILBOX@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both alexba1@dni.ic.gov (*Alex A.*) and lanetbj@dni.ic.gov (*Lanette J.*) in lieu of the group address above.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**, you may call 703-275-3663.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.



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Agency Contact Information

ODNI Recruitment; Phone: 703-275-3663; Email: Recruitment_TeamD@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**